



## Functional governance

# Better Practice Guide on AFP support for, or sanctioning of, events

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| Date of initial endorsement: | 13 March 2015        |
| Date of last review:         | 23 September 2022    |
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| Identifier:                  | COS001               |
| IPS Status                   | Full                 |

### 1. Disclosure and classification

This document is classified **OFFICIAL** and is intended for internal AFP use. Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on information management](#).

### 2. Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on professional standards \(CO2\)](#) outlines the conduct expected of AFP appointees. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

This document is a functional governance instrument as defined in the [AFP Commissioner's Order on governance \(CO1\)](#).

## 3. Introduction

This guide outlines AFP appointees' obligations regarding:

- identifying and assessing the risks and benefits that potentially arise in providing AFP support for, or sanctioning of, events, including any legal, financial, accountability, marketing and integrity implications
- approval procedures for supported or sanctioned arrangements (see section 10, Definitions).

This guide does not apply to performance of core AFP policing or corporate functions, particularly in relation to:

- engagement with community groups in relation to crime prevention activities
- procurement and contracting
- use of AFP intellectual property
- joint ventures, partnerships or research projects
- grants or gifts
- secondments.

This guide does not apply to arrangements between the AFP and:

- the AFP National Sports Federation
- AFP Legacy.

These arrangements are set out in the [Cooperation Agreement between Commonwealth of Australia \(as represented by the Australian Federal Police\) and Australian Federal Police National Sports Federation](#) and the [Cooperation Agreement between Commonwealth of Australia \(as represented by the Australian Federal Police\) and Australian Federal Police Legacy Inc.](#)

## 4. AFP support principles

AFP appointees considering requesting or approving AFP support for, or sanctioning of, an event must ensure:

- arrangements make proper use of AFP resources in accordance with the [Public Governance, Performance and Accountability Act 2013](#) (Cth)
- the AFP's operational efficiency and effectiveness is not compromised
- AFP assistance or association with an event or organisation does not negatively impact on the AFP's reputation or the AFP logo and branding
- AFP assistance is provided in accordance with the AFP core values and professional standards
- participation in an event promotes organisational health and wellbeing and/or contributes to the performance of AFP functions.

## 5. Support and approval for minor events

Many support arrangements that use minimal AFP resources where AFP appointees are clearly on duty, or clearly off duty, may not require formal executive approval under section 6 below. Examples include charity barbecues or morning teas held on AFP premises that are promoted via corporate AFP processes (e.g. *The Pulse* or AFP Discussion Forum). Typically these arrangements must be endorsed by the relevant commander or manager in accordance with any office procedures for promoting events or using AFP facilities.

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The approving commander or manager must ensure work health and safety, security and integrity risks are taken into account.

If there is uncertainty about whether AFP support or sanctioning for the proposed event requires local management or formal executive approval, contact the [REDACTED] s 47E(d) for advice.

## 6. Formal executive approval process

Events that involve material use of AFP resources or raise uncertainty about whether participating AFP appointees are on duty or off duty require formal executive approval (see section 6.3). Material use of AFP resources may include, but is not limited to:

- use of AFP appointee's time to organise or assist at an event
- AFP media involvement and use of AFP IT systems (e.g. AFP email systems and AFP Facebook)
- use of AFP name, AFP logos or derivatives of AFP logos in connection with an AFP appointee's ongoing participation in a not-for-profit organisation, sporting team or event
- other resources such as use of AFP premises or AFP vehicles.

Events may be classified as 'sanctioned' or 'supported'.

### 6.1 Sanctioned events

AFP appointees participating in sanctioned events:

- must do so as part of their official duties
- must have supervisor approval to participate
- are covered by standard AFP insurance arrangements (Comcare and Comcover) if an incident/injury arises in the course of the event
- must complete any relevant forms that are a condition of participation
- must comply with the AFP's integrity framework particularly with regard to behaviour and conduct.

### 6.2 Supported events

AFP appointees participating in supported events:

- must do so in their own time and at their own risk
- are not covered by AFP insurance (Comcare and Comcover) if an incident/injury arises in the course of the supported event
- must complete any relevant forms that are a condition of participation in the supported event
- must comply with the AFP's integrity framework particularly with regard to behaviour and conduct.

Leave (including extended breaks during a normal shift) for attendance at supported events must be approved by the appointee's supervisor on a case-by-case basis.

### 6.3 Applications for assistance

When applying for support or sanctioning for an event, the organising AFP appointee must:

- request the event be either sanctioned or supported
- include the number of AFP appointees that are participating

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- consider potential conflicts of interest per the [AFP National Guideline on conflicts of interest](#)
- consult with relevant areas of the AFP (e.g SHIELD and AFP Media in relation to organisational or wellbeing benefits and risks, particularly work health and safety, integrity and reputational risks)
- conduct and prepare any required risk assessments in accordance with the [AFP National Guideline on risk management](#). Risk Assessment must be included in the application.
- consider whether the event organisers may be seeking to use their association with the AFP to influence government and/or public policy.

The organising AFP appointee/committee must submit the above information in an executive brief, through the appropriate chain of command, for endorsement by their assistant commissioner or equivalent. A checklist of required information is located at Attachment A. Once endorsed, the brief must be forwarded to the Office of the Chief of Staff team via the Parliamentary Document Management System PDMS.

The Office of the Chief of Staff team must then forward the brief through to the Chief of Staff for consideration and decision. Once a decision has been made, the Office of the Chief of Staff team must inform the organising AFP appointee.

AFP appointees seeking advice on fundraising may contact their social club (e.g. EBB Social Club) or AFP Legacy for advice.

## 7. Incident reporting

In accordance with the:

- [AFP National Guideline on complaint management](#)
- [AFP National Guideline on integrity reporting](#)
- [AFP Commissioner's Order on professional standards \(CO2\)](#)
- [AFP Commissioner's Order on security \(CO9\)](#)
- [AFP National Guideline on security reporting](#)
- [Work Health and Safety Act 2011 \(Cth\)](#)
- [AFP National Guideline on AFP health and safety management arrangements.](#)

AFP appointees must immediately report, in writing, any incident that may:

- impact adversely on the reputation of the AFP
- expose the AFP to any civil liability risks
- constitute a breach of the professional standards of the AFP
- constitute a breach of security
- breach the conditions of any approval granted under this guide
- result in a work health and safety incident or injury.

## 8. Organising AFP appointee responsibilities

The organising AFP appointee must ensure an event's category as 'supported' or 'sanctioned' is clearly identified in any:

- marketing within the AFP about the event seeking the assistance and participation of AFP appointees
- disclaimer and/or consent forms requiring completion by AFP appointees.

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9. Further advice

Queries about the content of this guide should be referred to the s 47E(d)

10. Resources

10.1 Legislation

- [Australian Federal Police Act 1979](#) (Cth)
- [Public Governance, Performance and Accountability Act 2013](#) (Cth)
- [Work Health & Safety Act 2011](#) (Cth)

10.2 AFP governance instruments

- [AFP Commissioner’s Order on professional standards \(CO2\)](#)
- [AFP Commissioner’s Order on security \(CO9\)](#)
- [AFP National Guideline on AFP health and safety management arrangements](#)
- [AFP National Guideline on complaint management](#)
- [AFP National Guideline on conflicts of interest](#)
- [AFP National Guideline on integrity reporting](#)
- [AFP National Guideline on intellectual property, commercialisation, logos and insignia](#)
- [AFP National Guideline on gifts and benefits](#)
- [AFP National Guideline on risk management](#)
- [AFP National Guideline on security reporting](#)
- [Commissioner’s Financial Instructions](#) – Annexure A
- [Cooperation Agreement between Commonwealth of Australia \(as represented by the Australian Federal Police\) and Australian Federal Police National Sports Federation](#)
- [Cooperation Agreement between Commonwealth of Australia \(as represented by the Australian Federal Police\) and Australian Federal Police Legacy Inc.](#)

Definitions

|               |   |
|---------------|---|
| AFP appointee | <p>a deputy commissioner, AFP employee, special member, special protective service officer and a person:</p> <ul style="list-style-type: none"> <li>• engaged overseas under s. 69A of the <a href="#">Australian Federal Police Act 1979</a> (Cth) (AFP Act) to perform duties as an AFP employee</li> <li>• seconded to the AFP to perform its functions under s. 69D of the AFP Act</li> <li>• engaged under s. 35 of the AFP Act as a consultant or independent contractor to perform services for the AFP and determined by the Commissioner under s. 35(2) of the AFP Act to be an AFP appointee</li> </ul> <p>(See s. 4 of the AFP Act).</p> |
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|                         |   |
|-------------------------|---|
| AFP support             | the provision of non-financial AFP resources for an event, including the use of AFP premises, AFP equipment, AFP IT systems, AFP name/logo or AFP appointees' time          |
| event                   | a sporting, charitable or community event, health and wellbeing activity or any other activity that has a not-for-profit purpose  |
| sanctioned arrangements | events that involve material use of AFP resources or raise uncertainty about whether participating AFP appointees are on duty or off duty require formal executive approval |
| supported arrangements  | support arrangements that use minimal AFP resources where AFP appointees are clearly on duty, or clearly off duty, may not require formal executive approval                |

**Attachment A – Checklist of required information**

|             |  |
|-------------|--|
| Section 4   | Arrangements make proper use of AFP resources.   |
|             | The AFP’s operational efficiency and effectiveness is not compromised.   |
|             | AFP assistance or association with an event or organisation does not negatively impact on the AFP’s reputation or the AFP logo and branding. |
|             | AFP assistance is provided in accordance with the AFP core values and professional standards.  |
|             | Participation in an event promotes organisational health and wellbeing and/or contributes to the performance of AFP functions.               |
| Section 6   | Use of AFP appointee’s time to organise/assist   |
|             | AFP media involvement and use of AFP IT systems?   |
|             | Use of AFP name, logos or derivatives?   |
|             | Other resources such as AFP premises or vehicles?  |
| Section 6.1 | Part of official duties?   |
|             | AFP appointees must have supervisor approval to participate  |
|             | Covered by standard AFP insurance arrangements   |
|             | Complete any relevant forms.   |
|             | Comply with AFP’s integrity framework.   |
| Section 6.3 | Request the event be either sanctioned or supported.   |
|             | Include the number of AFP appointees that are participating  |
|             | Consider any potential conflicts of interest.  |
|             | Consult with relevant areas of the AFP.  |
|             | Conduct and prepare risk assessment (must be attached to request).   |
|             | Consider whether event organisers may be seeking to use their association with the AFP to influence government and/or public policy.         |